**After Action Report**

This After Action Report is intended to aid in business continuity plan evaluation and improvement by registering situation-response interactions, analyzing critical functions, determining coping strategy effectiveness and efficiency, and proposing adjustments and recommendations.

**Exercise Overview**

*Business Continuity Plan Exercised*: [NAME OF PLAN EXERCISED, EX. OCEAN SCIENCES DEPARTMENT]

*Date of Exercise*: [DATE EXERCISED]

*Location*: [LOCATION WHERE EXERCISE OCCURRED]

*Exercise Participants*: [LIST PARTICIPANTS]

*Exercise Type*: [EX. ACTUAL EVENT OR TABLETOP EXERCISE]

*Exercise Setting*: [DESCRIBE SETTING, EX. EXERCISE HELD AS A DEPARTMENT MEETING]

*Exercise Overview*: [DESCRIBE THE ACTUAL EVENT OR TABLETOB EXERCISE]

**Summary**

[PLEASE PROVIDE A SUMMARY OF WHAT YOU LEARNED DURING THIS EXERCISE. YOU MAY WANT TO CONSIDER THE FOLLOWING:

* HOW WELL DID YOUR PLAN WORK?
* WHAT WERE YOUR PLAN’S SUCCESSES?
* DESCRIBE ANY LIMITATIONS OF YOUR BC PLAN THAT WERE IDENTIFIED?
* DESCRIBE HOW THE EXERCISE FAMILIARIZED DEPARTMENT STAFF WITH THEIR ROLE IN CONTINUING CRITICAL FUNCTIONS?
* DESCRIBE HOW THE EXERCISE TESTED YOUR DEPARTMENT’S ABILITY TO COMMUNICATE?
* DESCRIBE OTHER AND/OR GENERAL LESSONS LEARNED?]

**Discovery**

Description of issues discovered during the exercise.

[LIST ISSUE HERE]

[LIST ISSUE HERE]

[LIST ISSUE HERE]

[LIST ISSUE HERE]

[LIST ISSUE HERE]

**Corrective Action**

As a result of the exercise, the following revisions were made to the Business Continuity Plan.

[FOR EACH *RESOLVED* ISSUE ABOVE, DESCRIBE SPECIFICALLY HOW THE BUSINESS CONTINUITY PLAN HAS BEEN REVISED.]

**Action Items**

As a result of the exercise, the following Action Items are in progress and have been added to the Business Continuity Plan.

[CREATE AN ACTION ITEM IN *POLYREADY* FOR EACH *UNRESOLVED* ISSUE ABOVE (SEE ACTION ITEM SUMMARY TAB IN *POLYREADY*). LIST THOSE ACTION ITEMS HERE AND DESCRIBE THEIR TIMELINE FOR COMPLETION.]

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| Department Head(s) |  | Date |

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|  |  |  |
| Business Continuity Analyst |  | Date |